

# Risk Management work plan 2008/09

Annex B

Work stream	Progress/Comments	Target Date	Owner	Priority	Status
<b>Framework</b>					
Establish a corporate risk reporting process	Key Corporate Risks are reported to CMT quarterly. Work in progress with Directorates	March	CR	Critical	WIP
Review framework, including key documents and guidance	Framework documents are under constant review	August	CR	Medium	WIP
Publish Risk Management Policy	Policy to be sent to Executive Committee in October for approval	September	CR	Low	WIP
Publish revised Risk Management Strategy	Strategy to be sent to Executive Committee in October for approval	September	CR	Low	WIP
Publish Risk Management guidance	Publish on intranet	September	CR	Low	Complete
Establish or review standard procedures and issue guidance for consideration of risk within the following business processes: -					
· <b>Service planning</b>		September	CR	Medium	
· <b>Performance Management</b>	Awaiting outcome of restructure before commencing	2008	CR	Medium	On hold
· <b>ITD bid documents</b>	ITD bid forms amended and passed to Business Development Team to review	June	CR	Medium	WIP
<b>Risk Register</b>					
Update and review all entries in risk register and save trend	Work is on-going to review and update entries in the risk register	March	CR	High	WIP
Link risks to Corporate Strategy	Directorate and Corporate risks are being linked to elements of the Corporate Strategy	March	CR	High	WIP

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<b>Risk Register continued</b>					
Increase number of Magique users	Additional licences cannot be issued due to a lack of funding	On-going	CR	Medium	On hold
Undertake annual risk identification sessions with each DMT & CMT	Work in progress with CMT at quarterly monitoring sessions	September	CR	Medium	WIP
Update Magique user guide	User guide has been reviewed, but may require further amendments in the future	On-going	CR	Low	WIP
Update Risk Assessment page on Magique		June	CR	Low	
Develop 'opportunities' section of Magique		January	CR	Low	
<b>Partnerships</b>					
Develop partnership questionnaire and issued to lead officers of significant partnerships.	Action agreed in principle with Partnership Team and Grants & Partnership's Officer	August	CR	High	WIP
Update risk register with outcome of questionnaire and review with lead officers.		September	CR	High	
<b>Training &amp; Communication</b>					
Review and update Officer Training material	Revised slides and training material	April	CR	High	Complete
Deliver Officer Training	Training delivered to a total of 17 officers to date	T&C	CR	High	WIP
Deliver Member Training	Dates arranged for 02/09, 18/09 & 02/10	T&C	DW	High	WIP
Provide Magique training	Training provided on an ad hoc basis	T&C	CR	High	WIP

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<b>Training &amp; Communication continued</b>					
Publish News & Jobs articles	First article published on 15 July	T&C	CR	High	WIP
Review webpage	Review completed 18/06/08	On-going	CR	Medium	WIP
Develop relationship with Directorate Risk Management champions	Meeting held on 21/07/08	On-going	CR	Medium	WIP
Develop e-learning training	Licences not yet available to start this	June	CR	Medium	On hold
<b>Development Work</b>					
Update corporate forms including Risk Management	Need to identify a definitive list	March	CR	Medium	
Complete Directorate & Divisional Business Continuity Plan		March	DW	Low	
Undertake a Risk Management benchmarking exercise		January	CR	Low	
Review Member Champion remit		June	CR	Low	
<b>Additional items</b>					
Conduct full review of Resources' risks	Most service areas reviewed and meetings to be arranged with AD's.	July	CR	Medium	WIP